

Hello BTES Parents,

I need to alert you to a change in the way you sign in at the school for any volunteer work. I have added a Volunteer sign-in sheet (on purple paper) to the same desk as the Visitor's sign in at the front office. Please make sure you print your name so that it is legible as you sign **IN** and **OUT** on the Volunteer log for any time you are spending in the classroom, lunch room/recess, media center etc. *It is very important to remember to **Sign Out** upon departing the school so I know how long you were there. If you forget to sign out, I will only be able to credit you with an hour of service.*

Many of you also spend a lot of hours volunteering for BTES from home, working on various projects and events for the PTA and for the school. We really would like to keep track of this time because it adds up to hundreds of volunteer hours! I've attached a copy of a volunteer sign in log for you to print off which will come in handy for keeping track of time worked from your home or office. You may submit it to me by placing it in the PTA box up at the school or by emailing your totals at the end of each month to lbsegert@verizon.net. No need to break down how your time is being spent, I just need the total hours worked.

This new format will separate those who are just visiting the school from those who are actually volunteering in any capacity. We do keep track of these volunteer hours and actually report them to MCPS on a monthly basis, which is then reported back to the Board of Education. Therefore, it will help to know exactly how much volunteering is taking place at our school.

MCPS has a strategic plan in place for a system wide recognition of schools in our area and even presents top performing schools with awards at their Back to School Fair which has approximately 8,000 in attendance. Since our parents are so generous with their time, it would be nice to potentially get recognized for our service to BTES!

If you have any questions regarding this new process, please do not hesitate to ask. Thank you for your help in making BTES a better place for our children by volunteering your time.

Sincerely,
Lisa Segert
VP of Volunteers
lbsegert@verizon.net